

# HOW TO... Defragment your hard disk

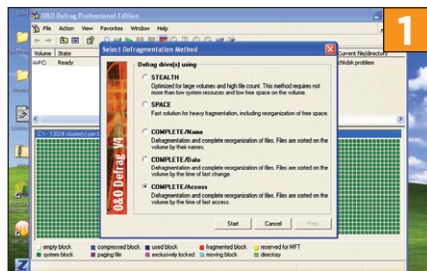
An untidy hard disk can slow down your PC. David Ludlow spruces up his drives

O&amp;O DEFRAG 4 PROFESSIONAL



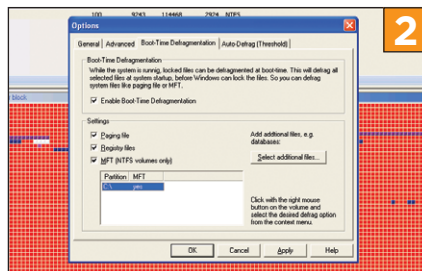
Windows doesn't write files to your hard disk in single blocks; to use all the available space it splits them into small fragments and stores them in any unused clusters (the smallest amount of space it can use). This means a single file can be split up and spread over a disk's surface. As files spread out, your PC's performance drops because it has to search the entire disk to reassemble a file – in other words, your disk is fragmented.

O&O Defrag 4 is an advanced defragmentation tool. Install it from the cover disc and use the default options, selecting Yes when asked if you want to use it as the default defragmentation application. Once it is installed, start the application from the Start menu.



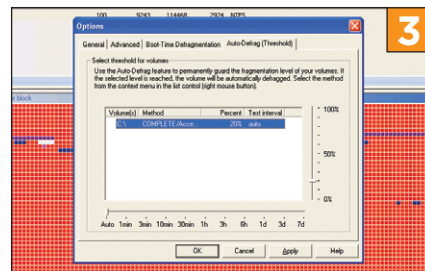
**1** To get your PC running as fast as possible, perform a full defragmentation. Select the C: drive from the top window (you can defrag other drives by selecting them and following these instructions). Click the green arrow on the menu bar above, select Complete/Access and click Start. Your PC will organise your files so that those you access most are at the start of the disk. The process can take a couple of hours, so leave your PC until it's done.

**2** Some files can't be defragmented while Windows is running because they're in use. These include system files and the page file, which is used for virtual memory. To defragment these, select Settings from the Action menu.



Click on the Boot-Time Defragmentation tab and check the Enable Boot-Time Defragmentation box. Select the three other tickboxes, right-click on your C: drive, select Enable MFT-Defrag and click Apply. Next time your PC reboots, it will defrag locked files.

**3** If you rely on defragging manually, you may forget, but you can set O&O Defrag to work automatically. Click on the Auto-Defrag (Threshold) tab. Right-click your C: drive (other drives are done using the same method) and select Complete/Access. Move the slider on the right up to 20 per cent and click OK. Reboot your PC and your hard disk will be defragged automatically whenever it gets too messy.



# HOW TO... Back up your data online

Steve Haines discovers that backing up your important data can be easy with Diino

DIINO



Regular *Shopper* readers will know how important it is to back up important files. This can be a chore, though, so many of us don't do it as often as we should. Diino, on this month's cover disc, makes creating backups simple. All you need to make secure, reliable backups is a broadband connection.

To create your Diino account, register the product online and choose a username and password. You will receive an email confirming that your account has been created. When you've done this, you can open the Diino application. The main interface has three views: Files, Email and Web/Mobile Access. The default

File view is where you view and move your files. You can drag and drop files to upload, download and move them into different folders from here.

**1** Click the icon of a disc with an arrow pointing at it at the top right of the screen. This opens the Diino Backup window. Click the file icon to start a new backup. Name your backup, browse to the folder you want to back up and enter your username and password (click Check account to make sure it works).

**2** You can schedule the backup at daily or weekly intervals. Click the box next to

Weekly/Daily, then click Settings and a new dialog box will appear. Tick which days and at what time you want to back up. You can also choose between a full backup – which backs up all the files in your chosen folders – or an incremental backup, which backs up only files that are new or have changed since the last backup. Click OK, then Save. Finally, to run the backup job click the Play arrow at the top.

**3** Once you've made your backup, it's important to check that you can access it. The backup is saved as a Zip file. To open it, double-click on it in the list of backups.

